Chapter 15 - Court Lists

To expedite the appearance of inmates in particular courtrooms within a facility, several lists of inmates will need to be prepared and maintained. The purpose of maintaining a current list of all inmates in the building is to prevent the erroneous release of an inmate and to ensure that lockup personnel know the location of every inmate in a facility. When any inmate is moved within the facility, a written record of that destination shall be maintained. When an inmate is returned to the main lockup, the master list shall be updated. An indication shall also be made of all court papers received, to ensure that the personnel writing the transmittals have all of the necessary papers on a particular inmate.